

# JSOE Request for Adjunct Pay Status

## Adjunct Professor's Information

Name (LAST, First): \_\_\_\_\_ Department: \_\_\_\_\_

Current Title and Title Code: \_\_\_\_\_ Current Salary: \_\_\_\_\_

Current Step: \_\_\_\_\_ Scale Date: \_\_\_\_\_

## Requested Salary Status Change Information

Proposed Start Date: \_\_\_\_\_ Proposed End Date: \_\_\_\_\_

Salary Scale Rate\*: \_\_\_\_\_ Percentage: \_\_\_\_\_

Payroll Dates\*\*: \_\_\_\_\_ Total Payment: \_\_\_\_\_

Justification for Being Placed on Salary Status: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Prepared by

Dept Contact: \_\_\_\_\_ Extension: \_\_\_\_\_

## Recommendations and Approvals

### Required Signatures:

Employee Name: \_\_\_\_\_ Date \_\_\_\_\_

Hiring Unit-Department Head: \_\_\_\_\_ Date \_\_\_\_\_

Secondary Unit Head (for joint appointments): \_\_\_\_\_ Date \_\_\_\_\_

Dean, Jacobs School of Engineering: \_\_\_\_\_ Date \_\_\_\_\_

\* If a step has not already been established, you may only propose the salary rate for Step 1 in the appropriate rank. To propose a higher step, a new appointment file is required.

\*\*Note: 9/12 is the standard pay schedule see: <http://academicaffairs.ucsd.edu/aps/compensation/pay-service.html>

\*\*\*A "course" (valued at an IWC of 1.0) in the adjunct series is typically worth 50%. Departments may propose effort at a lower percent, but may not propose less than 33%.